



## HOW TO REPORT SAFE KEEPING

- Safekeeping is to be **reported** by November 1<sup>st</sup>. Contents will be remitted the following spring when requested.
- **All** contents must be reported and remitted to the treasurer's office –even if they are considered to be of no value.
- **Do not** take cash from an abandoned box for fees.
- Contents **must** be reported in electronic form so that they can be uploaded directly into the treasurer's system.
- When reporting safe deposit box contents, you must file a separate report/file from your intangible items.
- The more accurate/complete the inventory is, the smaller number of inquiries you will receive from our office regarding possible discrepancies.
- Paper inventory forms are no longer necessary (we have included them for your convenience only).
- The treasurer's office will contact you in the spring to indicate when to send the contents.

## HOW TO REPORT AND ITEMIZE CONTENTS

Open all sealed envelopes/containers to obtain an accurate description.

### PAPERS

Will of John Doe  
American Insurance Company insurance policy John Doe  
Birth Certificate of John Doe  
Abstract of home located 123 Main St  
Miscellaneous papers of no value (Examples – receipts, letters, tax documents, car titles, empty envelopes...)

### SECURITIES

American Company, Certificate #ABC123, 600 shares, registered to John Doe  
\$50 US Series E savings bond #Q6349724P for John Doe

### CASH/COIN

12 wheat pennies  
5 buffalo nickels  
20 Mexican pesos  
40 nickels  
10 - \$1.00 bills  
73 Jefferson nickels  
1 coin wrapper containing 50 US pennies dated 1918-1964 (if wrapper was originally empty, please indicate).

### VALUABLES/OTHER

6 gold colored necklaces  
1 gold colored pocket watch  
1 gold colored ring with 5 clear stones  
1 pair screw back earring with clear red stone

**DO NOT** remit firearms without going through the following steps:

1) Contact the local authorities and explain the situation.

2) If after the authorities have been contacted, the firearm is deemed acceptable to turn over to the treasurer's office, please call and arrange for it to be delivered.

**\*\*If the safekeeping has contents that are considered hazardous or dangerous to ship, please contact the treasurer's office *before* remitting.\*\***



State Treasurer of Iowa  
**Michael L. Fitzgerald**

## SAFE DEPOSIT BOX REMITTING INSTRUCTIONS

### REMITTING CONTENTS

**Do not** send safe deposit box contents or safekeeping items with the November 1<sup>st</sup> safekeeping report.

**Safe deposit boxes or safekeeping items may not be delivered until you receive written notification from the Treasurer's office to remit the contents.**

When notification is received, all boxes or items are to be sent in their entirety. We will send notification, within 120 days of November 1<sup>st</sup> (the following spring).

When the time comes to remit the contents, the financial institution is responsible for the contents until the delivery is made to the Lucas building. It is in the financial institution's best interest to send by certified mail or hand delivery to have confirmation of delivery.

### SAFEKEEPING DELIVERY:

Safe Deposit Box contents must be sent by **certified mail** or by **hand delivery** to the State Treasurer's Office in the Lucas Building. **DO NOT** mail contents to our PO Box.

Iowa Unclaimed Property SDB  
Lucas Office Building  
321 E 12<sup>th</sup> St  
Des Moines, Iowa 50319



# SAFE DEPOSIT BOX REPORT FORM

(This may be used to assist in reporting electronically)

**HOLDER NAME**\_\_\_\_\_

**REPORT YEAR**\_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_

<b>1. PROPERTY TYPE CODE</b> <b>SD0</b> ____	<b>5. DATE OF ABANDONMENT</b>
<b>2. OWNER(S)</b>	<b>6. BRANCH WHERE PROPERTY WAS HELD</b>
<b>LAST NAME</b> <b>FIRST NAME</b> <b>MIDDLE INITIAL</b>	<b>BRANCH NAME</b> _____
<b>3. SOCIAL SECURITY NUMBER</b>	<b>CITY</b> _____ <b>STATE</b> _____
<b>4.OWNERS MAILING ADDRESS</b>	
<b>STREET 1</b>	<b>7. CONTENTS INVENTORIED BY:</b>
<b>STREET 2 OR PO BOX</b>	<b>NAME</b> _____ <b>SIGNATURE</b> _____
<b>CITY</b> <b>STATE</b> <b>ZIP</b>	<b>NAME</b> _____ <b>SIGNATURE</b> _____
	<b>DATE</b> _____

**ITEMIZED DESCRIPTION OF CONTENTS:**

[illegible]